Louisiana Secretary of State, Division of Archives, Records Management and History  Post Office Box 94125, Baton Rouge, LA 70804  Http://www.sos.louisiana.gov										Page of
Agency No	Agency / Division / Section				·				,	Indicate Use of Form
										_ORIGINAL SUBMISSION
								s		RENEWAL
Item		R	Retention Period					orc		REPLACEMENT PAGE
Number	Records Series Title			1		Ę.	val	Rec		ADDENDUM PAGE
		In Office	In Storage	Total Retentio		Security	Archival	State Records Center	Vital	Remarks
	Period (when used define term in remarks column)	Security Status P – Public Recor			Use		ords	Center		Agency Abbreviations
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contain	Confidential I	nformation	Y – `					
CY – Calendai	r Year (Jan 1 – Dec 31)	C – Confidential	Information		N - N	No				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proces	sing Codes			l Rec				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives				tion C	ode		
MO – Months	WK - Week DY - Day(s)	R – Retain in Age	ency Archives		V= V					
PERM – Perm	anent	S – Review by S	tate Archives			Import				
		O – Other (Speci	fy in Remarks)	1	U= L	Jseful				
Agency A	Approval	Date Signed	Secr	etary of Stat	te, Sta	te Ar	chive	s & Re	cord	s Services Date Approved

	cretary of State, Division of Archives, Records Ma lox 94125, Baton Rouge, LA 70804	Page of								
Agency No	Agency / Division / Section			пщ	p.//ww	vw.50	15.10ui	siana.g	jov	Indicate Use of Form
	Agency / Division / Section							rds		ORIGINAL SUBMISSIONRENEWALREPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod		ty	al	Seco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
	rention Period Abbreviations Period (when used define term in remarks column)	Security Status P – Public Record			State Records Center Use					Agency Abbreviations
	ır (July 1- June 30) r Year (Jan 1 – Dec 31)	M – May Contain C – Confidential		nformation	Y - Y					
AY – Academi	c Year (Aug 1 – July 31)	Archival Proces	sing Codes			I Reco	ord tion C	ode		
	Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s)	A – Transfer to S R – Retain in Age			V= V					
PERM – Perm		S – Review by St	-			Import				
		O – Other (Specify in Remarks)			U= Usefu					
Agency A	approval	Date Signed	Secr	etary of State	e, Sta	te Ar	chive	s & Re	cord	s Services Date Approved

	ecretary of State, Division of Archives, Records M Box 94125, Baton Rouge, LA 70804	Page of								
Agency No	Agency / Division / Section				<u>.</u>			isiana.g		Indicate Use of FormORIGINAL SUBMISSION
										RENEWAL
								ds		REPLACEMENT PAGE
Item	Dooredo Sorioo Titlo	R	Retention Period					cor		ADDENDUM PAGE
Number	Records Series Title		In Tot			Security	niva	e Re ter		
		In Office	In Storage	Retentio	on	Seci	Archival	State Records Center	Vital	Remarks
	tention Period Abbreviations Period (when used define term in remarks column)	Security Status P – Public Recor			Use		ords	Center		Agency Abbreviations
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contain	Confidential I	nformation	Y - \					
CY – Calenda	r Year (Jan 1 – Dec 31)	C – Confidential	Information		N - N	10				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proces	sing Codes			Rec				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives				tion C	ode		
	WK - Week DY - Day(s)	R – Retain in Age	ency Archives		V= V					
PERM – Perm	anent	S – Review by S	tate Archives			mport				
		O – Other (Speci	fy in Remarks)	1	U= L	Jseful				
Agency A	Approval	Date Signed	Secr	etary of Stat	e, Stat	te Ar	chive	s & Re	cord	s Services Date Approved

	ecretary of State, Division of Archives, Records Mar Box 94125, Baton Rouge, LA 70804	Page of							
Agency No	Agency / Division / Section				p://www.s	1			Indicate Use of FormORIGINAL SUBMISSION
									RENEWAL
							rds		 REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod	₹	ज्ञ	Seco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y – Yes				
	ar (July 1- June 30)	M – May Contain		nformation	N - No				
	r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	C – Confidential  Archival Proces			Vital Red	nord			
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	_		Identific		Code		
	WK – Week DY - Day(s)	R – Retain in Age			V= Vital				
	PERM – Permanent		ate Archives		I = Impo	rtant			
			fy in Remarks)		U= Usefu	ıl			
									·
Agency Ap	pproval D	ate Signed	Secret	ary of State,	State Are	chives	& Rec	ords	Services Date Approved

	ecretary of State, Division of Archives, Records Mar Box 94125, Baton Rouge, LA 70804	Page of							
Agency No	Agency / Division / Section				p://www.s	1		,	Indicate Use of FormORIGINAL SUBMISSION
									RENEWAL
							rds		 REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod	₹	ज्ञ	Seco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y – Yes				
	ar (July 1- June 30)	M – May Contain		nformation	N - No				
	r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	C – Confidential  Archival Proces			Vital Red	ord			
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	_		Identific		Code		
	WK – Week DY - Day(s)	R – Retain in Age			V= Vital				
PERM – Perm		S – Review by St			I = Impo				
			fy in Remarks)		U= Usefu	ıl			
Agency Ap	pproval D	ate Signed	Secret	ary of State,	State Arc	chives	& Rec	ords	Services Date Approved

SS ARC 932 (07/07)

	cretary of State, Division of Archives, Records Mar Sox 94125, Baton Rouge, LA 70804	Page of							
Agency No	Agency / Division / Section				p://www.s	1			Indicate Use of FormORIGINAL SUBMISSION
									RENEWAL
_							rds		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod	₹	ज्ञ	Seco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	u Security	Archival	State Records Center	Vital	Remarks
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State Re	cords	Center	<u>l</u>	Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Record			Use Y – Yes				
	ar (July 1- June 30)	M – May Contain		nformation	N - No				
	r Year (Jan 1 – Dec 31)	C – Confidential							
	c Year (Aug 1 – July 31)	Archival Proces	•		Vital Red		Code		
	Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s)	A – Transfer to S			V= Vital				
PERM – Perma		R – Retain in Age S – Review by St	-		I = Impo	rtant			
FERM - Femi	anent	O – Other (Speci				U= Useful			

Agency Approval Date Signed

Secretary of State, State Archives & Records Services

Date Approved

	ecretary of State, Division of Archives, Records Mar Box 94125, Baton Rouge, LA 70804	Page of Indicate Use of Form								
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
									RENEWAL	
								sp		REPLACEMENT PAGE
ltem Number	Records Series Title	R	Retention Period				_	Records		ADDENDUM PAGE
Number	11000140 001100 11410	In Office In		Total		Security	Archival	te R	=	
		In Office	Storage	Retentio	n d	260	Arc	State R Center	Vital	
Permitted Re	tention Period Abbreviations	Security Status	Codes		State I	Reco	rds C	enter		Agency Abbreviations
ACT – Active I	Period (when used define term in remarks column)	P – Public Recor	d		Use					
	ar (July 1- June 30)	M – May Contain		nformation	Y – Ye N - No					
	r Year (Jan 1 – Dec 31)	C – Confidential								
	ic Year (Aug 1 – July 31)	Archival Proces	_		Vital R			de		
	I Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vita					
MO – Months PERM – Perm	WK – Week DY - Day(s)	R – Retain in Age			I = Im		nt			
PERIVI – Pellili	larient	S – Review by St O – Other (Speci			U= Us					
		O - Other (Speci	iy iii ixelliaiKS)							
Agency Ap		ate Signed		ary of State,	G					Services Date Approved

	cretary of State, Division of Archives, Records Ma	nagement and Hist							Page of
Agency No	Sox 94125, Baton Rouge, LA 70804 Agency / Division / Section			Htt	p://www.s	os.lou	iisiana.g	jov	Indicate Use of Form
	rigono, y Emostri, econori						ords		ORIGINAL SUBMISSIONRENEWALREPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod	<u>:</u>	/al	Reco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
Permitted Ret	tention Period Abbreviations	Security Status	Codes	I.	State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y – Yes				
	ar (July 1- June 30) r Year (Jan 1 – Dec 31)	M – May Contain C – Confidential		nformation	N - No				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vital Red	cord			1
FFY – Federal	FFY – Federal Fiscal Year (Oct 1 – Sept 30)		state Archives		Identific	ation (	Code		
MO – Months	WK – Week DY - Day(s)	R – Retain in Ag	ency Archives		V= Vital				
PERM – Perm	anent	S – Review by S	tate Archives		I = Impo				
			fy in Remarks)		U= Usefu	ıl			
						_		_	
Agency Ap	pproval E	Date Signed	Secret	tary of State,	, State Arc	chives	& Rec	ords	Services Date Approved

	ecretary of State, Division of Archives, Records Mar Box 94125, Baton Rouge, LA 70804	Page of							
Agency No	Agency / Division / Section				p://www.s			,	Indicate Use of FormORIGINAL SUBMISSION
									RENEWAL
•							rds		 REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod	₹	ल	Seco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y – Yes				
	ar (July 1- June 30)	M – May Contain		nformation	N - No				
	r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	C – Confidential  Archival Proces			Vital Red				
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	_		Identific		Code		
	WK – Week DY - Day(s)	R – Retain in Age			V= Vital				
PERM – Perm		S – Review by S			I = Impo	rtant			
	1 Little - 1 Cimanon		fy in Remarks)		U= Usefu	ıl			
		•							
Agency Ap	oproval D	ate Signed	Secret	ary of State,	State Are	chives	& Rec	ords	Services Date Approved

	ecretary of State, Division of Archives, Records Mar Box 94125, Baton Rouge, LA 70804	Page of							
Agency No	Agency / Division / Section				p://www.s	1			Indicate Use of FormORIGINAL SUBMISSION
									RENEWAL
							rds		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod	ı <b>£</b>	ज्ञ	3eco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
Permitted Ref	tention Period Abbreviations	Security Status	Codes	l	State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y – Yes				
	ar (July 1- June 30)	M – May Contain		nformation	N - No				
	r Year (Jan 1 – Dec 31)	C – Confidential							
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proces A – Transfer to S	_		Vital Red Identific		ode		
	WK – Week DY - Day(s)	R – Retain in Age			V= Vital				
PERM – Perm		S – Review by St			I = Impo	rtant			
	1 Little 1 Gillianois		fy in Remarks)		U= Usefu	ıl			
Agency Ap	pproval Da	ate Signed	Secret	tary of State,	State Arc	chives	& Reco	ords	Services Date Approved